

TO: All State Agencies

FROM: Steve Bender, Acting Director
Department of Administration

DATE: October 15, 2004

SUBJECT: Revised Travel Policy

Attached is a revision to Chapter 1-0300 of MOM Vol. I, Employee Travel. Please note that the following sections to this chapter have been revised or added:

- 1-0330.00 Reimbursement for Receiptable Lodging
- 1-0340.20 In-State Travel –Lodging Reimbursement Rates in General
- 1-0340.25 In-State Travel –Lodging Reimbursement Rates at Actual Cost (No Cap)
- 1-0370.00 Travel Advances and the Purchasing Card
- 1-0370.50 Travel Advances

Additionally Section 1-0340.30 was incorporated into 1-340.25 and deleted.

These revisions were effective October 1, 2004. Please replace prior travel policies with this updated version.

If you have any questions concerning implementation of these policies or employee travel in general, please call the Administrative Financial Services Division at (406) 444-3092.

Attachment

MONTANA OPERATIONS MANUAL	Volume	1
	Chapter	0300
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SUBJECT - EMPLOYEE TRAVEL		

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1-0300.00 INTRODUCTION

Traveling is a necessary operation of state government. However, you and your agency should always remember that travel expense can be a major budget consideration. You must always be aware of the need for efficiency and economy in travel. Although the legislature establishes laws governing travel and the Department of Administration prescribes the policies, the responsibility for adhering to the laws and providing effective managerial control rests with you and your agency.

1-0300.10 APPLICABLE STATE STATUTES

Unless covered by a separate section of statute, all elected officials, appointed members of boards, commissions, or councils, department directors and all other state employees are subject to the regulations contained in Title 2, Chapter 18, Part 5 - Travel, Meals and Lodging of the Montana Code Annotated (MCA). Legislators are subject to certain limitations while the legislature is in session, as noted in Section 5-2-301, MCA.

1-0300.15 TRAVEL GUIDELINES

When considering state travel, you and your agency must follow these guidelines:

1. Your department head or designated approving authority must approve all out-of-state and foreign travel **in advance**.
2. Each agency shall hold to the absolute minimum the number of personnel attending a function requiring travel.
3. You should keep lodging expenses as low as possible. You must try to receive either the state rate or a government rate. Be prepared to show pictured identification proving you are a state employee. You can only ask for lower rates, not demand them.
4. You should keep transportation costs as low as possible and minimize your time away from the office. You must use the least expensive class service available for all commercial air travel. You should schedule trips to avoid unnecessary back-tracking and overlapping.
5. When traveling by car, you should adhere to speed limits.
6. No state agency shall pay an employee's travel cost to attend a function that does not benefit the state. However, to promote employee initiative and efforts at self-improvement, your agency head has discretionary authority to give you time off with pay to participate in the desired function.
7. Although each state agency should assist and support other states and organizations, Montana cannot do so at its own expense. However, if another state or organization is willing to pay your travel costs to have you lecture or provide other assistance, your agency head has discretionary authority to contribute your personal service to the project.

1-0300.20 DEPARTURE AND RETURN TIME

Departure time and return time normally mean the times when you leave from and return to headquarters, respectively. However, if you depart from your home and return to your home without stopping at headquarters, the times leaving from and returning to home become the times you use in computing the allowance. If you leave from your home and return to headquarters after the trip, the starting time would be when leaving home and the ending time would be when arriving at headquarters.

1-0300.25 REIMBURSABLE EXPENSES

Reimbursable travel expenses include only those incurred while traveling in connection with official state business. Expenses incurred during periods of vacation or compensatory time off while in a travel status are not allowable.

Miscellaneous business expenses associated with official state travel are reimbursable. You must support each expense of **\$25 or more** with paid receipts. Report all miscellaneous expenses in the "other expense" column of your agency's travel claim form and explain each one in the space at the bottom of the form. Examples of allowable miscellaneous expenses include needed working supplies purchased on an emergency basis, taxi fares, rental car costs, and business telephone calls. Miscellaneous expenses do not include such items as tips or taxes on meals.

1-0300.30 TRAVEL TIME ALLOWED

It is usually necessary to begin traveling prior to the time established for the meeting, appointment, or conference that necessitated the travel. Also, business activities may end late in the day, and because of inclement weather, fatigue, or the unavailability of transportation, it may not be feasible for you to return promptly to headquarters. In such cases, you may claim travel expenses for a reasonable time before and after the actual business activities that necessitated the travel. Because circumstances vary, managers have to decide what is reasonable on a case-by-case basis. To the extent possible, however, you should travel within a normal travel shift, as defined in 1-0320.10. For example, you may want to start a meeting in Great Falls at 9:00 a.m. rather than 8:00 a.m. or conclude business at 3:00 p.m. to allow adequate time to return home. The aim is to reduce state travel expense whenever possible.

1-0300.35 TRAVEL STATUS WHEN GOING TO JOB SITE/WORK ASSIGNMENT

If you travel each day from headquarters or home to a specific work site or work sites within the same general vicinity, you are not in a travel status and should not claim a meal allowance unless you have to stay overnight. You should consider the work sites to be your "headquarters" for that day. Examples of this type of situation include MDT employees who travel each day from their headquarters or home to a construction site or FWP employees who travel each day from their headquarters or home to patrol or maintain a specific state park or fishing access site. This does not apply to specific labor contract allowances. You may claim mileage expense, however, at the appropriate rate, if you are using your personal vehicle.

1-0300.40 CHANGE IN TRAVEL STATUS

When traveling from in-state to out-of-state, and vice versa, you must observe these rules regarding reimbursement for lodging and meals:

1. The geographical location of the lodging facilities determines the applicable reimbursement; that is, if you stay in-state, in-state rates apply, and if you stay out-of-state, out-of-state rates apply.
2. When you board a flight originating in Montana with an out-of-state destination, you receive out-of-state rates from the time you depart until you return to Montana. However, if a layover for business or personal reasons occurs in-state, then the out-of-state rates do not apply until you leave Montana from the layover point. If you are traveling by other means of transportation, the geographical location in which you first become eligible for a meal allowance determines the reimbursement.

1-0300.45 FREQUENT TRAVELER PROMOTION USAGE

You are free to join frequent flyer programs and any other frequent traveler programs offered by airlines, hotels, car rental agencies, or other travel vendors. Most airlines will require traveler program enrollment for online ticket purchases.

If frequent flyer mileage earned from state travel can be accounted for separately from mileage earned from personal travel, you must apply the mileage earned from state travel toward free airline tickets for future state travel.

Agencies are encouraged to use programs such as Horizon/Alaska Airlines' Easy Biz that accrue miles on a two-for-one basis that may be allocated directly to the agency, in addition to the accumulation of personal miles. Additional information is available at the department's air travel web site:

<http://www.discoveringmontana.com/doa/doatravel/airtravel/index.asp>

1-0300.50 COMMERCIAL AIRLINE "BUMPING"

Many times commercial airlines overbook flights and request passengers to volunteer to take a later flight in exchange for a free or discounted airline ticket. You may take advantage of being "bumped" from a flight and keep the free or discounted airline ticket for your personal use as long as the extra time it takes to reach your destination does not cause a disruption in state business and you consider the extra time personal time requiring you to use leave time or be off-duty.

You should receive approval in advance from your supervisor to take leave time, if appropriate, and if the opportunity could arise for you to volunteer to be "bumped". You are not entitled to receive meal allowance or lodging reimbursement for this extra time.

The extra time is the time between when you would have left and the time that same day or the next when you actually do leave. Since you are on a business trip, you should be compensated for the actual flying time. In addition, you should be compensated for any time spent on work-related activities during this time. For example, if you are scheduled to fly out of Helena at 7:00 a.m. on Monday morning to go to Boston and are bumped to the 2:00 p.m. flight that same day, you may return to the office and work or you can take leave time until you have to return to the airport. If you are scheduled to leave Boston at 10:00 a.m. Sunday to return to Helena and are bumped but unable to get another flight until Monday at 7:00 a.m. and your normal work schedule is Monday through Friday 8:00 a.m. to 5:00 p.m., you cannot be reimbursed for lodging Sunday night or meal allowance for Sunday and you will be considered off-duty on Sunday.

1-0300.55 SPECIAL IN-LIEU ALLOWANCES

You may wish to use other than the most economical and efficient mode of transportation to complete a travel-oriented work assignment. For example, you might be going to a conference in Seattle and be allowed to use your personal vehicle rather than fly. In this example, your agency can allow transportation reimbursement up to the air travel equivalent; that is, the cost of the plane fare, if it is less than reimbursement at the equivalent mileage rate. In addition, you should be able to claim compensation for the travel time it would take to fly. The remaining travel time required to drive would be your personal time. You would have to travel during off-duty hours or take leave time. Applicable claims must be marked **In-Lieu Allowance** and the underlying details fully explained.

1-0300.60 TRANSPORTATION PURCHASE ORDER

The transportation purchase order form and process have been eliminated. The Department of Administration requires agencies to use the State's purchasing card to purchase all airline tickets for individual employee travel.

1-0300.65 AIRLINE TICKET PURCHASES

Agencies are required to use the State's purchasing card to purchase all airline tickets for individual **employee** travel unless it can be documented that another payment method is in the state's best interest. This applies to ticket purchases made through a travel agent, purchased directly from an airline, or purchased from an online travel source. Additional information is available at the department's air travel web site:

<http://www.discoveringmontana.com/doa/doatravel/airtravel/index.asp>

1-0310.00 USE OF STATE-OWNED VEHICLES

You have a number of options available to you when required to travel by car. The state motor pool, operated by the Department of Transportation, has a variety of vehicles available in Helena. You should use motor pool vehicles for business travel whenever possible. Questions regarding procedures should be directed to the motor pool office at 444-2705.

The motor pool rules are in MOM Volume 1, Chapter 0500, and govern the use of

state-owned or leased vehicles in the motor pool. The motor pool bills the agencies periodically for the vehicles used. Agencies having their own state vehicles should establish rules regarding the use of their vehicles.

If motor pool vehicles are not available, you have the option to use your personal vehicle or vehicles from the private rental agency contract (See 1-0310.60), whichever is most cost effective.

1-0310.10 USE OF PERSONAL VEHICLES--REIMBURSEMENT RATES AND GENERAL REQUIREMENTS

Section 2-18-503, MCA, establishes two rates for personal vehicle use. The **standard** reimbursement rate for personal vehicle use is **52 percent** of the rate established by the Internal Revenue Service **for the current year less 3 cents**. For example, if the current Internal Revenue Service rate is 40.5 cents, the standard reimbursement rate would be 52 percent of 37.5 cents. If you meet certain conditions, as discussed in 1-0310.30, you may receive reimbursement at a rate **equal to** that established by the Internal Revenue Service for the current year (**high rate**) for the first 1,000 miles traveled within a given calendar month.

The Department of Administration periodically issues memos to alert agencies of changes in the mileage reimbursement rates. If you drive a personal vehicle on state business and are reimbursed mileage, you must comply with the Motor Vehicle Safety - Responsibility Act, Section 61-6-1, MCA, and the mandatory liability protection provisions of Section 61-6-3, MCA, and must be aware of personal vehicle usage liability as provided by the Department of Administration - Risk Management and Tort Defense Division.

Reimbursement for miles traveled in a personal car must be actual map miles from point A to point B and back. Your agency has the discretion to allow an appropriate amount for in-town mileage. This would be in lieu of your needing to keep a log book showing detailed odometer readings each time you use your personal vehicle while on state time.

1-0310.20 USE OF PERSONAL VEHICLES--REIMBURSEMENT AT STANDARD RATE

If your department director or designated approving authority authorizes you to use your personal vehicle on state business, you must be reimbursed for mileage at the standard rate unless you meet the conditions in 1-0310.30.

1-0310.30 USE OF PERSONAL VEHICLES--REIMBURSEMENT AT HIGH RATE

You must receive reimbursement at the high rate for the first 1,000 miles traveled during a calendar month under the following circumstances:

1. **A motor pool vehicle or other state-owned or leased vehicle is not available.**

If a request for a vehicle cannot be met, the motor pool will promptly prepare a memo and submit it to you, stating a vehicle was not available on the date requested. At your agency's discretion, personal vehicle use may be authorized and you must be reimbursed at the high rate. Your agency shall indicate approval to use a personal vehicle on the motor pool memo and provide two copies to you. The memo from the motor pool must be attached to the travel reimbursement form.

2. **The use of a personal vehicle is considered to be in the best interest of the state.**

The department director or designated approving authority may approve personal vehicle usage for staff when they believe there is sufficient justification that it is in the best interest of the State for a personal vehicle to be used on state business. The agency shall prepare a personal vehicle use authorization form and provide two copies to the employee.

3. **Legislators and members of the general public on official state business.**

Members of the legislature, while traveling between their residence and Helena, and all other members of the general public except state employees, directors and elected officers are entitled to mileage when using their own motor vehicles for official state business.

After the first 1,000 miles traveled during a calendar month, you can receive reimbursement only at 3 cents less than the rate established by the Internal revenue Service for the current year. In addition, consideration should be given to using the private rental agency contract vehicles if that is a more cost effective means of transportation.

1-0310.40 USE OF PERSONAL VEHICLES--EXEMPTIONS

The following persons are exempt from meeting the requirements of 1-0310.30 and are authorized reimbursement at the high rate:

1. members of boards, commissions, committees, or advisory councils unless related to state employment.
2. employees driving 25 miles or less in any calendar day.

These exemptions do not preclude an agency from prescribing internal administrative procedures that require people to use agency-owned vehicles or to receive the standard rate.

1-0310.50 PERSONAL VEHICLE USE AUTHORIZATION FORM

The personal vehicle use authorization form is a three-part carbonless set (25 sets to a pad) available from Department of Administration, Property and Supply Bureau (Central Stores), 930 E. Lyndale, Helena, Montana 59620, phone 495-6000.

1-0310.60 PRIVATE RENTAL AGENCY VEHICLE CONTRACT

The motor pool in conjunction with the Department of Administration has entered into a contract to supply the “overflow” vehicle needs of state employees through a private rental agency. Although the vendor is Helena-based, the services are available on a statewide basis in the following locations: Helena, Butte, Missoula, Bozeman, Great Falls, Havre, Billings and Kalispell. The contract provides for the same type vehicles that are available through the motor pool.

Although the cost of obtaining a vehicle through the private vendor exceeds the motor pool cost, you must weigh this cost against the cost of using a private vehicle, especially at the “high” rate, or scheduling the trip at a later date when a vehicle is available at the motor pool. An added benefit of this private contract is the statewide coverage. If an agency were to have people flying into, or multiple people in, a contract location, a vehicle, or vehicles could be obtained at a reasonable cost to complete all job functions. This could save travel time and expenses.

You may direct questions concerning this contract to the motor pool at 444-2705 or by contacting the MDT Equipment Bureau Chief at 444-6151.

1-0310.70 USE OF PERSONAL AIRPLANES--MILEAGE REIMBURSEMENT RATE

Section 2-18-503(4), MCA, establishes the mileage rate to be used when reimbursing members of the legislature, state officers and employees, jurors, witnesses, county agents and all other persons out of public funds for the use of their own airplanes in the performance of official duties. You are entitled to collect mileage for the actual nautical air miles traveled at a rate equal to twice the “high” rate allowed for personal vehicle use. The Department of Administration periodically issues memos to alert agencies of changes in the mileage reimbursement rates.

1-0320.00 MEAL ALLOWANCES GENERALLY

To be eligible for a meal allowance while traveling on state business, you must be in a travel status for more than three continuous hours and be at least 15 miles from headquarters or home, whichever is closer. Appointed members of a state board, commission or council, or a member of a legislative subcommittee, select or interim committee are exempt from this requirement and are entitled to a midday meal on the day of a meeting, regardless of proximity of the meeting to headquarters or their home. This exemption does not apply to a member of a legislative committee that is meeting during a legislative session.

Because the meal allowance is a fixed amount per meal, not reimbursement for actual costs incurred, you are generally entitled to receive a meal allowance if you are in a travel status and meet the above criteria. However, you may not request reimbursement for meals included in the cost of a conference registration that is paid by your agency or for meals provided by the State or another governmental

entity.

To determine eligibility for a meal allowance, keep two items in mind:

1. your relationship with your travel shift (See 1-0320.10); and
2. the time ranges in which travel status has to occur for each meal (See 1-0320.20).

1-0320.10 MEAL ALLOWANCES--DEFINITION OF "TRAVEL SHIFT"

Section 2-18-502(3), MCA, defines "travel shift" as beginning one hour before and ending one hour after your regular scheduled work shift. You may claim only one meal per day when all travel takes place within your assigned travel shift. You are entitled to two meal allowances during a 24-hour calendar day under the following circumstances: departing within your travel shift but returning outside the shift or departing before your assigned travel shift and returning during the travel shift.

When travel is totally outside the confines of your travel shift, eligibility for a meal allowance is governed strictly by the time ranges for each meal, as specified in 1-0320.20. For example, if you traveled to Billings from Helena and left at 5:00 a.m. to attend a 9:00 a.m. meeting that lasted until 5:00 p.m. and then had to return to Helena that evening and your normal working hours are 8:00 a.m. to 5:00 p.m., you would be entitled to all three meals since you would be in a travel status for three continuous hours in each segment of the time ranges specified in 1-0320.20.

You cannot claim a meal allowance, however, if you stop to eat and extend the normal travel shift by the amount of time it takes to eat. For example, if you traveled to Butte from Helena and left at 8:00 a.m. to attend a 9:00 a.m. meeting and the meeting ended at 4:30 p.m., you could not claim dinner because you would not be in travel status for more than three continuous hours in the 3:01 p.m. to midnight time range prior to eating dinner.

1-0320.20 MEAL ALLOWANCES--TIME RANGES

The time ranges determining eligibility for meal allowances are established in Section 2-18-502(1), MCA. In order to claim an allowance for a meal, you must be in a travel status for more than three continuous hours within one of the following time ranges:

<u>Time Range</u>	<u>Meal Allowed</u>
12:01 a.m. to 10 a.m.	morning meal
10:01 a.m. to 3 p.m.	midday meal
3:01 p.m. to midnight	evening meal

You must consider each time range separately when applying the more-than-three-hour rule. For example, if you travel from 8 a.m. to 2 p.m., you receive the allowance only for the midday meal.

1-0330.00 REIMBURSEMENT FOR RECEIPTABLE LODGING

You receive reimbursement for your actual out-of-pocket lodging expenses, including room tax, up to the maximum amounts set by Section 2-18-501, MCA, for

in-state and out-of-state travel. Section 2-18-501(3), MCA, authorizes the Department of Administration to designate the locations and circumstances under which you may claim the **actual cost** of lodging when the actual cost exceeds the maximum lodging reimbursement rates established in Section 2-18-501(1), MCA, (In-State) and Section 2-18-501(2), MCA, (Out-of-State). Sections 1-0340.20 and 1-0340.25 describe the procedures to follow for reimbursement at actual cost. In order to claim lodging reimbursement, you must attach the original receipt from a licensed lodging facility to your agency's travel claim form or the travel expense voucher, Form DA-101. Other receipts, such as credit card receipts, are not acceptable.

If you are traveling with your non-state-employee spouse, the lodging rate claimed must reflect only the rate for one person. The single-occupant rate should be noted and marked as such on the receipt.

Whenever practical, you should call more than one hotel or motel to ensure that you are receiving the best possible room rate in a location. Although an establishment may not have rooms available at or below the standard state rate, it may be willing to offer a government rate or other discounted rate that is less than its normal business rate. To save on travel costs, always ask for the lowest available rate for which you qualify.

You should also be aware that most hotels **require** an employee to show a valid state identification card before they will honor the state rate.

1-0330.10 REIMBURSEMENT FOR NON-RECEIPTABLE LODGING

If you stay in a non-receiptable facility, e.g. with friends or relatives or in a camper or trailer, or you fail to obtain a receipt, Section 2-18-501(5), MCA, authorizes you to claim \$12 per night for lodging expenses.

1-0330.20 NO REIMBURSEMENT FOR PROVIDED LODGING

In some instances, lodging is provided at no charge. In these instances, you cannot claim lodging expense. Examples include:

1. Lodging is provided on campus for industry or government seminars;
2. Lodging is included in the registration fee;
3. A cabin is provided for backwoods work.

1-0340.00 IN-STATE TRAVEL GUIDELINES

Section 2-18-501(1), MCA, establishes the meal allowances and lodging reimbursements for in-state travel.

1-0340.10 IN-STATE TRAVEL - MEAL ALLOWANCE RATES

In-state allowances for the morning, midday, and evening meals that correspond to the time frames discussed in 1-0320.20 are as follows:

Morning meal	\$ 5
Midday meal	\$ 6
Evening meal	<u>\$12</u>
Total per day	<u>\$23</u>

1-0340.20 IN-STATE TRAVEL - LODGING REIMBURSEMENT RATES IN GENERAL

Except as provided in section 1-0340.25, the maximum lodging reimbursement rate for in-state travel is the actual cost of lodging, not to exceed the federal per diem rate plus the applicable taxes on the allowable rate.

The federal per diem room rates for Montana are available through the Internet at the following location:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?queryYear=2006&contentType=GSA_BASIC&contentId=17943&queryState=Montana&noc=T

1-0340.25 IN-STATE TRAVEL - LODGING REIMBURSEMENT AT ACTUAL COST (NO CAP)

Your agency director or designated approving authority may approve reimbursement of lodging at actual cost, without applying the cap provided for in section 1-0340.20 under the following circumstances:

1. lodging costs below the cap provided for in section 1-0340.20 is temporarily unavailable due to special functions such as fairs, sporting events, or conventions or seasonal demand; or
2. emergency travel arrangements preclude being able to find accommodations below the cap provided in section 1-0340.20; or
3. remote locations with limited accommodations within a 15-mile radius preclude obtaining accommodations below the cap provided for in section 1-0340.20; or
4. you are employed in a regulatory or undercover function and have reasonable cause to believe there is risk to your personal safety.

You should provide adequate justification, along with the original lodging receipt, to the director or designated approving authority. An example of the documentation is included in Attachment A of these policies. The justification should also indicate that reimbursement at actual cost is within your agency's appropriation level.

1-0350.00 OUT-OF-STATE TRAVEL GUIDELINES

Meal allowance and lodging reimbursement for out-of-state travel follows federal guidelines, as established in Section 2-18-501(2), MCA. The federal schedules are available in the Department of Administration or through the Internet as follows:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=9704&channelId=-15943&oid=16365&contentId=17943&pageTypeId=8203&contentType=GSA_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=MTT

This Internet site also provides links to other travel information including the Federal Discount Lodging Directory and other listings of hotels and motels that accept the federal per diem rates in all the states as well as many foreign countries. The listings provide other information about the lodging facilities including addresses and telephone numbers. The links are shown on the bottom half of the web page, a copy of which is included in Attachment B to these policies.

The federal rates change periodically, and the Department of Administration will notify agencies when these changes occur.

1-0350.10 OUT-OF-STATE TRAVEL - MEAL ALLOWANCE RATES

Meal allowances for out-of-state travel are equal to the maximum **standard** federal rate (or CONUS per diem rate) per meal. Although the federal schedules provide for higher meal allowances in specific locations, Section 2-18-501(2)(b), MCA, as amended, does not allow you to use anything other than the standard or CONUS per diem rate. Unlike the out-of-state lodging reimbursement rates, it was not the intent of the legislature to allow out-of-state meal allowances to vary by location. Rates are established for morning, midday, and evening meals, corresponding to the time frames discussed in 1-0320.20. Because the individual meal rates are not included in the Internet site information, the Department of Administration will provide updates to those rates as they occur. The current standard federal per diem rate per meal is as follows:

Morning meal	\$ 6
Midday meal	\$ 6
Evening meal	<u>\$16</u>
Total per day	<u><u>\$28</u></u>

1-0350.20 OUT-OF-STATE TRAVEL - LODGING REIMBURSEMENT RATES

The maximum lodging reimbursement for out-of-state travel is the maximum federal rate per day **for the location involved**, plus the taxes on the **allowable** cost. Reimbursement is at the standard federal rate unless the area or location is listed in the federal schedules with a specific maximum lodging rate that is higher than the standard.

Out-of-state lodging reimbursement includes the taxes on the **allowable** cost. If your actual out-of-state lodging rate is equal to or less than the maximum federal per diem rate for that area, you receive reimbursement for all taxes. However, if your actual lodging rate is higher than the maximum federal per diem rate for that area and reimbursement at actual cost is not approved, you may receive reimbursement only for the taxes on the maximum allowable federal rate. **NOTE:** Many times, a lodging facility will waive taxes if it is established that the individual staying at the lodging facility is a government employee. In order to reduce travel costs, you should inquire as to the taxability of your lodging rate.

1-0350.30 OUT-OF-STATE TRAVEL - LODGING REIMBURSEMENT AT ACTUAL COST

Your agency director or designated approving authority may approve

reimbursement of out-of-state lodging at actual cost if the request meets the following criteria:

1. You request government rates and they are not available at the hotel where the conference or meeting you are attending is being held; **and**
- 2.(a.) Government rates or rates significantly lower than the conference hotel rates are not available at another hotel within a reasonable distance from the conference hotel (consider the cost of a taxi and your safety or convenience walking to other nearby lodging); **or**
 - (b.) It is necessary for purposes of accessibility and/or security to stay at the hotel in which the conference you are attending is being held; **or**
 - (c.) Emergency or last minute travel arrangements preclude finding accommodations within the federal guidelines; **and**
3. Reimbursement at actual cost is within the agency's appropriation level.

It is preferable to obtain approval for reimbursement of lodging at actual cost before you travel out-of-state. You should provide adequate justification, along with the original lodging receipt, to the designated approving authority. An example of the type of documentation needed is included in Attachment A of these policies.

1-0360.00 OUT-OF-COUNTRY TRAVEL

For travel to a location outside of the United States, allowances for meals and lodging follow the United States Department of State maximum travel per diem allowances for foreign areas as established in Section 2-18-501(4), MCA. The federal schedules for foreign travel are available in the Department of Administration or at the following Internet site:

<http://www.state.gov/m/a/als/prdm/>

Under the new GSA lodging-plus system, reimbursement is limited to **actual** lodging expenses, up to the maximum dollar lodging amount for the area, plus a per diem amount for meals and incidental expenses. The first column of the federal foreign travel schedules specifies the maximum lodging reimbursement. The second column specifies the maximum per diem for meals and incidental expenses (M&IE).

The third column in the schedules specifies the total maximum per diem for that area. Since Montana does not reimburse for the amount allocated to incidental expenses in the federal schedules, you must calculate the allowance amount available for meals. According to the federal government, incidental expenses amount to 10% of the meals and lodging costs. To calculate the allowance for meals, complete the following steps:

1. Divide the total per diem (third column) by 1.1; this calculates the total per diem for lodging and meals, not including incidental expenses; round to the nearest whole number;
2. Deduct the lodging per diem (first column) from the amount calculated in item 1; this provides the per diem for meals.

The federal government does not break out the per diem into separate meals but divides the day into quarters, starting at midnight. Therefore, if you are in a travel

status during any of those 6-hour blocks, you should receive one-fourth of the calculated meal per diem. Use this calculation for partial travel days.

In order to claim out-of-country lodging reimbursement, you must attach the original receipt from the lodging facility to your agency's travel claim form or the travel expense voucher. Other receipts, such as credit card receipts, are not acceptable. You do not need to provide receipts for out-of-country meal reimbursement.

1-0370.00 TRAVEL ADVANCES AND THE PURCHASING CARD

Agencies should eliminate travel advances, whenever possible, through the expanded use of the State's purchasing card for travel. For additional state purchasing card information, see MOM 1-0770.00 at <http://www.discoveringmontana.com/doa/gsd/Downloads/MOMmanual2003.pdf>.

In some circumstances a travel advance may still be needed. When this occurs agencies must follow the procedures in 1-0370.50.

1-0370.10 PURCHASING CARD PROGRAM

Agencies are required to use the State's purchasing card for individual **employee** air travel unless it can be documented that another payment method is in the state's best interest, and are also encouraged to utilize the card to make other individual and group travel and lodging arrangements. Agencies are responsible for establishing specific policies within the guidelines established for general purchasing card use. Use of the cards eliminates the need for state employees to utilize their own funds thereby eliminating the need for travel advances. For additional purchasing card information, see MOM 1-0770.00 at <http://www.discoveringmontana.com/doa/gsd/content/Downloads/MOMmanual2003.pdf>.

1-0370.20 TRAVEL EXPENSE VOUCHER, FORM DA-101

You must use a travel expense voucher or similar travel claim form authorized by your agency to itemize your allowable expenses. The travel expense voucher is a three-part form printed on carbonless paper. If you received a travel advance, you have to pay back the difference if the advance was higher than allowable travel expenses.

Travel expense vouchers are available from the Department of Administration, Property and Supply Bureau, 930 E. Lyndale Ave., Helena, Montana 59620, phone 495-6000. You have to order them in pad quantities, 25 sets per pad. Use the forms order form.

1-0370.30 TRAVEL EXPENSE VOUCHER -- FREQUENCY OF FILING

You should file travel expense vouchers or similar agency form no more than twice monthly. Unusual circumstances may justify exceptions to this rule. If you do not file for reimbursement of travel costs within three months after incurring the expense, you waive your right to reimbursement. Travel advances may not be outstanding for longer than thirty days, unless a permanent travel advance has been issued.

1-0370.40 TRAVEL EXPENSE VOUCHER--SUPERVISOR'S APPROVAL REQUIRED

The "supervisor" is your immediate supervisor or the supervisor having the most direct knowledge of your travel activities. The person attesting to the correctness of the travel expense voucher should know enough about your travel activities that he or she can verify the entries on the form are materially correct:

1. In the case of a department head, the deputy director should approve the claim. If the director prefers, the area can be left blank. The former procedure is recommended.
2. In the case of board members, either the chairman of the board or the director of the department to which the board is attached or their designated approving authority must approve the claims.

1-0370.50 TRAVEL ADVANCES

In most cases employees should be able to pay for substantially all of their travel costs using a purchasing card. If this is not possible then the use of a travel advance is allowed. Except in hardship cases, your travel advance will not be approved unless your out-of-pocket expenses exceed \$50. In most cases, advances should be processed through the payroll system.

1-0380.00 THIRD PARTY REIMBURSEMENT AND/OR PAYMENT

As discussed in 1-0300.15, items 6 and 7, state agencies are encouraged to assist and support other states and organizations and to promote employee initiative and efforts at self-improvement. These functions must directly benefit the State in order for a state agency to pay the travel costs associated with your efforts in these areas.

Although your agency may not be able to pay for the travel costs associated with the function performed by you in this capacity, your agency head or other approving authority has the discretionary authority to contribute your personal time and/or to give you time off with pay to participate in the function.

In these situations, an outside party may reimburse you or your agency for travel incurred on behalf of the third party. Examples of these type of situations include the following:

1. You are invited to make a presentation at a training conference or national meeting of an organization and the organization pays all travel costs associated with the conference; or
2. You are an officer or board member of a national organization related to the job you perform and must attend several meetings each year for which the organization reimburses you for the travel costs incurred; or
3. You manage one or several federal programs in your agency and the federal

government sponsors a conference for which they would like representation from each of the states and are willing to arrange for and provide your airline ticket, lodging and all other costs for you to attend this conference.

In each of these situations, the outside third party may reimburse your agency or you as an individual for the travel costs incurred or it may actually make all of the arrangements and provide for all lodging and meals so that you or your agency do not incur any costs directly.

Because you are participating in this activity primarily for the purpose of the third party and only secondarily because you are a state employee, you are allowed to follow the travel policies of that third party and/or to be reimbursed for all costs incurred and do not have to follow state policies **as long as your agency is not required to incur any expenditures associated with this travel.** In other words, either (1) you as an individual incur the expenditures and are reimbursed directly or (2) the third party makes all arrangements and provides for all travel or (3) any expenditures incurred by your agency are properly abatable as discussed in Management Memo 2-94-2.

If your agency is only partially reimbursed for your travel costs by the third party, you must adhere to state statutes and policies with regard to employee travel applicable to the specific costs not reimbursed or for all costs incurred if only a certain percentage is reimbursed. For example, if the outside party pays for your airline ticket and all your lodging costs, you may follow their policy with regard to these costs but must follow state policy with regard to meal reimbursement. However, if the outside party agrees to pay 50 per cent of all travel costs associated with this trip, you have to adhere to state statutes and policies with regard to reimbursement for all costs associated with this trip.

ATTACHMENT A
REQUEST FOR REIMBURSEMENT OF LODGING AT ACTUAL COST
IN-STATE/OUT OF STATE

Name of Employee _____ Date _____

Destination/Hotel _____

Travel Dates _____ Rates to Be Approved _____

JUSTIFICATION FOR: (Mark the type of travel and the appropriate justification)

☐ **In-State**

- ☐ Lodging costs below the caps provided for in MOM 1-0340.20 or 1-0340.25 are temporarily unavailable due to seasonal demand or to special functions such as fairs, sporting events or conventions; **or**
- ☐ Emergency travel arrangements preclude being able to find accommodations at costs below the caps provided for in MOM 1-0340.20 or 1-0340.25; **or**
- ☐ Remote locations with limited accommodations within a 15-mile radius preclude obtaining accommodations at costs below the caps provided for in MOM 1-0340.20 or 1-0340.25; **or**
- ☐ There is reasonable cause to believe person safety is at risk due to employment position; **and**
- ☐ Reimbursement at actual cost is within the agency's authorized appropriation level.

Explanation: _____

☐ **Out of State**

- ☐ Government rates are not available at the hotel; **and**
 - ☐ Government or significantly lower rates are not available at another hotel within a reasonable distance; **or**
 - ☐ It is necessary for purposes of accessibility and/or security to stay at the hotel in which the conference is being held; **or**
 - ☐ Emergency or last minute travel arrangements preclude finding accommodations within the federal guidelines; **and**
- ☐ Reimbursement at actual cost is within the agency's authorized appropriation level.

APPROVED BY _____ DATE _____
Director or Designated Approving Authority